

# Get Ready for my|CalPERS with PERT

Payroll Contribution and Health and Retirement Enrollment

Employer Web Conference

Phase One

(August – October 2008)

#### **PERT Resources - Phase One**

#### You have selected:

- Public Agency Employer

Edit Your Selection

#### ▼ PERT Resources

ACES & Other Online Services

Get Ready for my|CalPERS with PERT

Administration & Reporting of Members

GASB 45 and California Employers' Retiree Benefit Trust Fund

Interested in Contracting With CalPERS?

Benefit Programs & Contracting Services

Part-Time California National Guard Membership

Actuarial, Risk Pooling, & GASB 27 Information

Circular Letters

Sign Up For CalPERS Employer eBulletin

Policies & Procedures

Employer Education & Events <u>Employer Information</u> > <u>Get Ready for my|CalPERS with PERT</u> > **PERT Resources** 



#### PERT Resources

The following is a list of resources to help you prepare for the upcoming changes in the reporting payroll and enrollment data to CalPERS.

#### Phase One (August - October 2008)

- my|CalPERS Decision Maker's Guide to Employer Reporting Requirements (PDF, 118 KB)
   View, download, and print detailed information about choosing a reporting method.
- Employer Web Conference Presentation Materials
   View, download, and print the presentation materials used in the
   Employer Web Conference designed especially for your needs.
  - Health Enrollment Web Conference Presentation (PDF, 131 KB)
  - Payroll Contribution and Health and Retirement Enrollment Web Conference Presentation (PDF, 131 KB)
  - Payroll Contribution and Retirement Enrollment Web Conference Presentation (PDF, 124 KB)

#### File Formats

View and print the file formats and schema requirements for electronic payroll contribution or enrollment reporting.



## Agenda

- » Project Overview
- » Reporting Methods
- » File Formats
- » Important Dates & Next Steps



## **How to Communicate During Web Conference**

» Text questions:

Please use the text box on the screen.

» If you are disconnected from the conference:

Please call (800) 866-0888.



#### **PERT Project Information**

Employer Forms & Publications Directory

Tips for Helping Your Employees

Legislation, Regulations & Statutes

Video Center

Resource Library

Contact Us

#### **PERT Project Information**

FAQs

Get answers to frequently asked questions related to the roll-out of my|CalPERS to employers.

 <u>Project Background</u>
 Read about PERT's project background to familiarize yourself with CalPERS vision for the future.

Dated: 09-16-2008



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### **Project Overview**

- » my|CalPERS is being expanded for employers to do business with CalPERS
- » This new Internet-based business information system will be operational by the end of 2009
- » Public Employer Readiness Team (PERT) is responsible for educating and guiding Employers on the new system



#### **Project Overview**

# Why a new business information system?

- » Enhance Security
- » Improve processing times
- » More consistent data accuracy
- » 24-hour real-time access
- » Boost CalPERS service delivery
- » Expand self-service abilities



### **Project Overview**

## **Business System Changes**

- » ACES will be decommissioned
- » Tape, Diskette, and Prelist will no longer be accepted
- » Report Payroll Contributions & Enrollment using the Internet
- » XML (Extensible Markup Language) File Format
- » Some New Data Elements



#### Three Reporting Methods

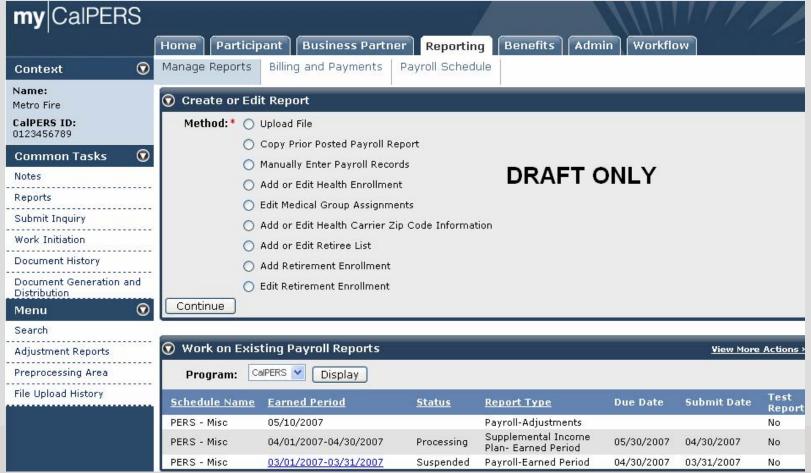
- » Online Data Entry
- » File Upload
- » FTP (File Transfer Protocol)

Select reporting method by October 15, 2008

- » Payroll Contribution
- » Health Enrollment
- » Retirement Enrollment



#### Reporting Methods – my|CalPERS Demonstration





# **Reporting Methods - Overview**

	Online Data Entry	File Upload	FTP
File Creation	CalPERS Business System	Employers Business System	Employers Business System
File Transfer Method	No Transfer	Secure File Upload	Secure FTP (System to System)
File Transfer Timing	No Transfer	Employer Initiated	Scheduled
Testing	None	Required	Required
ACES Counterpart	Create Payroll File Function, Internet Forms	File Transfer Functionality	None

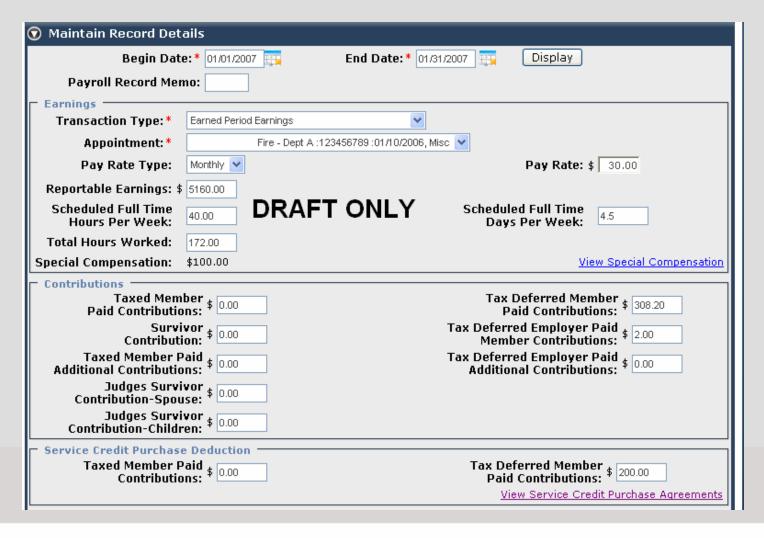


# **Reporting Methods – Online Data Entry**

	Online Data Entry
File Creation	CalPERS Business System
File Transfer Method	No Transfer
File Transfer Timing	No Transfer
Testing	None
ACES Counterpart	Create Payroll File Function, Internet Forms



### **Reporting Methods – Online Data Entry**



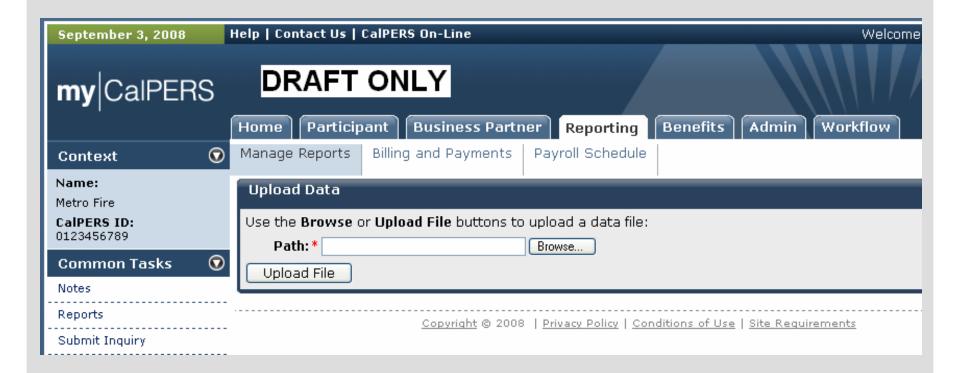


# **Reporting Methods – File Upload**

	File Upload
File Creation	Employers Business System
File Transfer Method	Secure File Upload
File Transfer Timing	Employer Initiated
Testing	Required
ACES Counterpart	File Transfer Functionality



## Reporting Method - File Upload





## Reporting Method - File Upload





# **Reporting Methods – FTP**

	File Transfer Protocol (FTP)	
File Creation	Employers Business System	
File Transfer Method	Secure FTP	
	(System to System)	
File Transfer Timing	Scheduled	
Testing	Required	
ACES Counterpart	None	



### Summary of Online Data Entry

- » Login to my|CalPERS
- » Use online screens to enter data
- "Copy forward" can be used for payroll contribution reporting
- » Records that pass business rules check are posted
- » Correct rejected records



### File Upload Summary

- » Create XML file
- » Upload file using secure Internet connection
- » Business rules check automatically applied
- » Records that pass business rules check are posted
- » Correct rejected records



## FTP Summary

- » Create XML file
- » FTP uses a scheduled process to transfer the file to CalPERS
  - System-to-system transfer instead of File Upload
- » Business rules check automatically applied
- » Records that pass business rules check are posted
- » Correct rejected records
- » CalPERS will send a response file



#### Factors to Consider:

- » Number of employees
- » Number of changes during each reporting period
- » Availability of:
  - Technical resources
  - Administrative resources
- » System flexibility
- » Method is available for use by "go-live" date
- » Third-party vendor or software vendor has capability to meet file format requirements

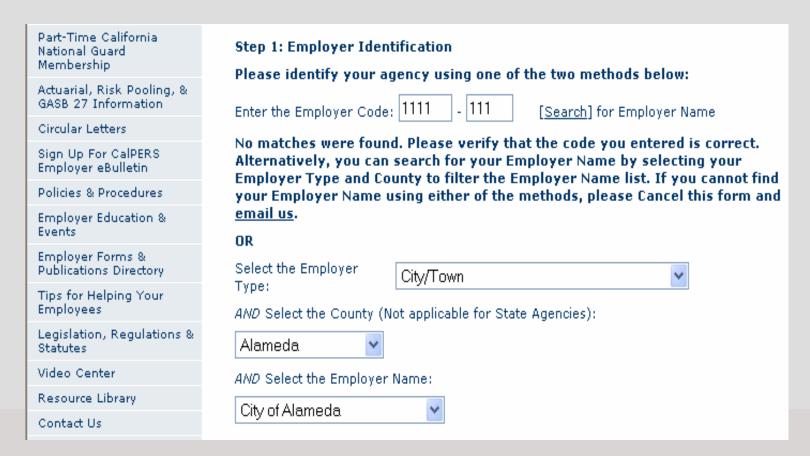


Reporting selections on the PERT Web page are:

- » Online Data Entry
- » File Upload
- » FTP
- » Not sure; need a consultation
- » Submitted through another agency
- » Not contracted to provide this data

Select which option or combination of options to submit data to CalPERS

## PERT WEB Page - Select a Reporting Method





## PERT WEB Page – Select a Reporting Method

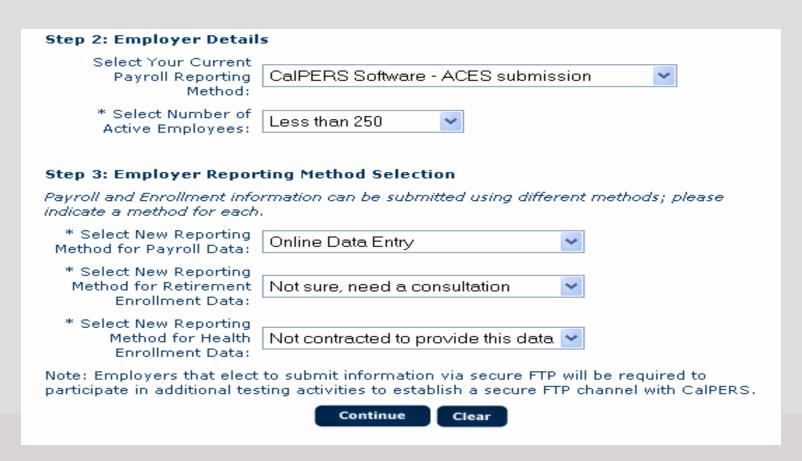
Please enter your contact information below, or the information of an appropriate contact, in the event that CalPERS needs to communicate with you regarding your reporting method selections, your readiness status, or about the implementation process generally.

#### **Enter Your Contact Information:**

* First Name:	
* Last Name:	
Title:	
* Mailing Address:	
* City:	
* ZIP Code:	-
* Phone:	( ) - ×
* Email Address:	



## PERT WEB Page – Select a Reporting Method





## **How to Communicate During Web Conference**

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#### Four Files

- » Payroll Contribution Reporting File
- » Retirement Enrollment Reporting File
- » Health Enrollment Reporting File (Public Agencies/Schools)
- Health Enrollment Reporting File
   (State Agency includes California State University)
- » Schemas



MEMBERS   EMPLOYERS   BUSINESS PARTNERS   Calpers INVESTMENTS	ABOUT CalPERS
File Formats	- Reporting Method Form
Payroll Reporting	
<ul> <li>Payroll Contribution Reporting File (PDF, 160 KB)         This file provides a list of data fields that you will be asked to provide CalPERS in the payroll reporting process.     </li> </ul>	
Payroll File Schema     Find the required schema for the new payroll file.	
Retirement Enrollment Reporting	
<ul> <li><u>Retirement Enrollment Reporting File</u> (PDF, 218 KB)         This file provides a list of data fields that you will be asked to provide CalPERS in the retirement enrollment process.     </li> </ul>	
<ul> <li>Enrollment Schema</li> <li>Find the required schema for the new retirement and health enrollment files.</li> </ul>	
Health Enrollment Reporting	
<ul> <li>Health Enrollment Reporting File (PDF, 403 KB)</li> <li>This file provides a list of the data fields that you will be asked to provide CalPERS in the health enrollment process.</li> </ul>	
<ul> <li>Enrollment Schema</li> <li>Find the required schema for the new retirement and health enrollment files.</li> </ul>	
<ul> <li>State Agency: Health Enrollment Reporting File (PDF, 390 KB)</li> <li>For State agencies, this file provides a list of data fields that you will be asked to provide CalPERS in the health enrollment process.</li> </ul>	



# Participant's / Person CalPERS ID

- » CalPERS will generate
- » 10-digit unique ID
- » Replaces Social Security Number
- » Protects our Members' data



# Employer's CalPERS ID

- » CalPERS will generate
- » 10-digit unique ID
- » Replaces Employer / Unit code



# **Appointment**

**Definition of Appointment:** An appointment is a continuous block of employment with a single employer from the hire date (regardless of whether the employee is qualified for membership on that date) until the permanent separation date.

For schools, each district is treated as an employer, and an employee should not have more than one appointment under this condition, unless that employee is employed by two or more school districts. Changes between districts are reported as permanent separations/new appointments rather than as appointment changes.



#### Examples of when a new appointment should be reported:

- » A new employee is hired and qualifies for membership
- » An employee who previously did not qualify for membership is now qualified for membership
- » An employee who was permanently separated from the employer is rehired
- » An employee with an existing appointment decides to take a second job in another school district and will maintain both jobs concurrently. A new appointment is required for the second job
- » An employee transfers from one school district to another, within the same county office of education, or between county offices of education: separation and new appointment.



#### Examples of when new appointments are not required:

- » Returns from leave of absence: report using transaction type: End Leave
- » Reinstatement to former position by a court action: to be handled internally by CalPERS and cannot be reported by the employer. CalPERS will delete the permanent separation
- » Time Base decrease resulting in changing to local Alternative Retirement Program; Report using transaction type: To Local ARP
- » Member Category changes: should be reported as an appointment change
- » Job changes: if the change impacts benefits, it should be reported as an appointment change.
- An employee with an existing appointment takes a second job with the same employer or school district and will maintain both jobs concurrently.



## Appointment ID

- » Found in all three files
- » 10-digit unique identifier
- » CalPERS will generate
- » Most Employers will not need to report appointment IDs because there will be only one appointment per employee



#### New Data Elements For Health Enrollment

» Qualifying Person ID

» Dependent ID

- CalPERS will generate
- Required for File Upload/FTP
- Accessible for online data entry



#### **CalPERS IDs Qualifying Person's** Participant's / Person **CalPERS ID** CalPERS ID 10-digit identifier 10-digit unique used to identify the identifier used to Replaces a member for whom identify the the record is being member who **Social Security Number** reported. qualifies the subscriber for health enrollment. Used primarily for COBRA enrollments. **Dependent CalPERS ID** ID # 222222222 ID # 22222222 10-digit identifier used to identify a member's spouse, child, or domestic partner. Spouse ID # 8888888888 36



## Some New Data Elements For Payroll Contribution File

- » Service Center'sCalPERS ID
- » Supplemental IncomePlan ID
- » Participant's CalPERS ID

- CalPERS will generate
- Required for File Upload/FTP
- Accessible for online data entry



### File Development and Alternatives

- » Internally Developed Applications
- » Financial Reporting Software Users
- » Third-Party Service Providers



#### **Important Dates and Next Steps**

#### **Educational Phases**

- » Phase One: Reporting Methods (August through October 15, 2008)
- » Phase Two: Business Policies and Procedures Testing (February through April 2009)
- » Phase Three: Staff Training (July through October 2009)



#### **Important Dates and Next Steps**

#### Phase One Dates:

- » October 15, 2008: Report to CalPERS what reporting option(s) you will use
- » October 27-29, 2008: CalPERS will conduct user demonstrations at the CalPERS Educational Forum (Indian Wells, California)



## Thank you for attending!

- » Today's PowerPoint presentation is located on the PERT web site at
  - www.calpers.ca.gov/pert
- » If you don't know which reporting method to select, contact PERT for a consultation
  - PERT Email: PERT4U@calpers.ca.gov
  - Employer Contact Center (ERCC):
    - » 888 CalPERS (or 888-225-7377)
- » Commonly asked text questions may appear on the PERT Web page under the FAQ section